

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**April 9, 2008**

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<b>TITLE:</b>	Case Manager Supervisor
<b>POSITION NO:</b>	14509
<b>LOCATION:</b>	Disabilities Services Division, Billings
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	Non
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$37,356 - \$46,696 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, April 23, 2008.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**TYPICAL DUTIES:** This position is within the Developmental Disabilities Program (DDP). The incumbent is responsible for implementation of case management services to individuals with developmental disabilities in assigned territory; instructing staff in DDP case management policies and procedures and assuring their implementation; providing supervision, consultation and support for case managers; representing the department at the community level; completing intake for new applicants for developmental disability services; overseeing implementation of case management within the unit; monitoring case records and all program, policy and rule requirements, and conducting case reviews, implementing corrective actions as appropriate; consulting and troubleshooting difficult cases and identifying local/state resources, and educating workers as to their use; assessing risk and vulnerability factors of new applicants for case management services in order to prioritize their need for developmental disabilities services; and providing case management services to individuals in the absence of their case manager or when vacancies occur in the unit. This position supervises 26 staff.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of services and support required by individuals with developmental disabilities; the Montana State definition of developmental disability eligibility, Medicaid eligibility requirements, state plan services and Medicaid waivers; Montana system of services to persons with developmental disabilities; social work and case management theory and practice as it relates to individuals with developmental disability; administrative practices such as work planning and time management; and multiple community resources available.

Skills: Skill in effective oral and written communication and the use of personal computers, using Word and willingness to learn other software.

Abilities: Ability to analyze situations, identify problems, and recommend solutions; effectively manage staff and time resources; delegate work assignments within a complex service environment; communicate effectively through oral presentation and discussion in group settings; establish and maintain effective working relationships with peers, other agencies, professionals, families and the general public; motivate and supervise staff; and mediate and resolve conflict situations.

**EDUCATION/EXPERIENCE REQUIRED:** A Bachelor's degree in human services field **AND** four years of progressively responsible experience to include either two years in a supervisory capacity, preferably in the field of human services. Other equivalent experience may be considered such as one year in a supervisory capacity in the field of human services and applicable management training that includes supervisory techniques.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school; and
4. Supplemental question.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTION

Department of Public Health and Human Services  
Title: Case Manager Supervisor  
Position: #14509  
Location: Disabilities Services Division, Billings

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please outline your human service work experience in particular to delivering case management services to persons with developmental disabilities and your supervisory experience. Include specific dates, number of individuals served and number and level of staff you directly supervised.